

## ICE Health Service Corps Facility Orientation Checklist

Facility: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Rank & Name: \_\_\_\_\_ Position: \_\_\_\_\_

Introductions	Date Completed	Initials	
		Preceptee	Preceptor
<b>Facility Tour</b>			
<b>Facility Information</b>			
Access to Facility			
Facility issued: ID, swipe card, parking pass			
Keys issuance and security			
Parking			
Smoking Policy			
<b>Personnel and Health Files</b>			
*Licensure			
*CPR			
*Emergency Contact Information			
*Immunizations (Hep B,)			
*TB clearance (PPD/CXR)			
*IT Access IHSC TDY form			
Competencies			
<b>Policies and Procedures (manual location)</b>			
IHSC National Policy			
Local Operating Procedure			
Nursing Guidelines			
eCW User Guides			
<b>Administration / Personnel</b>			
Employee Assistance Program (EAP)			
Work Schedule			
Reporting Absences (local Admin and			
Daily Assignments			
Change of Shift reports			
Facility Operations: Staff Coverage, on-call			
Handling Media Requests			
Telephone Interpretation			
<b>Computer Information</b>			
Computer Security			
eCW			
Shared Drive			
Prohibited Internet sites			
<b>Correctional/Detention Information</b>			
Overview of Correctional/Detention Environment			
Hostage Survival			
Staff Detainee Relationship			
Contraband			

Security within Medical Facility			
Sharp Count/Tools Count			
Evacuation Routes			
Key Security			
<b>Local Area Information for Traveler (Site Specific)</b>			
Military Facilities			
Access to Medical Care			
Miscellaneous Local Information			
<b>Health and Safety</b>			
Facility Evacuation			
Disaster			
MSDS			
Bomb Threats			
<b>Infection Control</b>			
N-95 Fit Testing			
Hazardous Waste Disposal			
Spill Kits			
TB/Varicella/Scabies/Lice			
<b>Distance Training</b> <i>Review prior to TDY</i>			
1. Abuse Issues and Detainees			
2. Culturally Diversity and Healthcare			
3. Effective Crisis Communication			
4. ERO Overview			
5. First Aid and Medical Emergencies			
6. FOIA Privacy Act			
7. HIPPA			
8. IHSC Orientation			
9. Managing Hunger Strikes			
10. Prison Rape Elimination Act (PREA)			
11. Recognizing Mental Health Issues			
12. SOAP Charting			
13. Staff-Detainee Relations			
14. Suicide Prevention in ICE Health Service Corps			
15. Workplace Violence			
eCW User Guides (ICE IHSC Shared Drive)			

**\*Required documents Traveler must submit prior to or upon arriving to TDY site**

_____ <b>Employee Signature</b>	_____ <b>Initials</b>	_____ <b>Date</b>
_____ <b>Supervisors/Preceptors Signature</b>	_____ <b>Initials</b>	_____ <b>Date</b>
_____ <b>HSA'S Signature</b>	_____ <b>Initials</b>	_____ <b>Date</b>